

Current FACts

FAC News to Use

September 12, 2013

One...Two...PunchOut! Buying Made Easy

*New eMARS feature connects directly to
vendor online catalogues*

The buying process just got a little easier with PunchOut. Now through eMARS, the new PunchOut feature makes it possible for Commonwealth buyers to access a supplier's website without having to leave eMARS.

Here's how PunchOut works...

Commonwealth buyers create a requestor document (UR) in eMARS for a PunchOut enabled master agreement and then 'PunchOut' to a vendor's website. The PunchOut websites are configured and customized for use by only Commonwealth users and display Kentucky contract products and prices. From the website, the buyer can select items for their shopping cart and check out. When checking out, an order is automatically generated within eMARS. Once the eMARS final approval is applied to the order, it is electronically transmitted to the vendor.

PunchOut streamlines the procurement process by allowing buyers to initiate shopping from within eMARS using a supplier web portal. PunchOut benefits include:

- Orders entered into suppliers' systems resulting in faster delivery.
- Eliminating faxing/sending Delivery Order document to suppliers. Delivery Orders sent electronically via eMARS to PunchOut enabled vendor.
- Customized vendor websites have product pictures/descriptions that make selecting the right product easier.
- Reduced time/effort involved in the procurement process.
- Reduced/eliminated errors on orders.
- Consistent/reliable pricing and product configuration information (e.g. computer or laptop hardware specs).
- Real-time inventory information.

PunchOut enabled contracts are Dell, Fastenal, Grainger and Steelcase ORI. Upcoming contracts include Anixter, MSC, Software House International, Graybar and others.

The FAC's Office of Procurement Services, the Customer Resource Center and the CGI eMARS team have worked for several months bringing the PunchOut initiative to fruition.

CONGRATULATIONS WEEK 1 WINNER!!!

KECC PHOTO SCAVENGER HUNT CHALLENGE

MICHAEL GRAMMER

DEPT. OF REVENUE/ DIV. OF MISC.
Taxes, Road Fund Branch Mgr

Answer: Old Capitol Door

\$10 will be donated to KECC in Michael's name
from the Secretary's Office.

This week's challenge on Page 2!

COT Goes Paperless... for Billing That Is!

Saves Time, Money & Environment

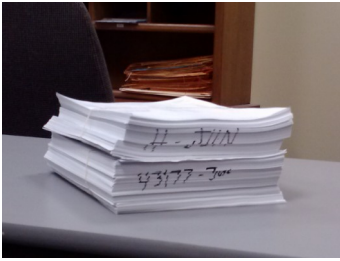


Above: One year's worth of COT billing files filling up an approx. 9' x 8' space.

What happens when technology is used to improve a process? For the Division of Administration and Support, it means more efficient use of staff time and at least 30 reams less paper each month!

COT has now applied technology in-house to improve the way it bills agencies for services that COT provides. After years of printing monthly billing reports to send to the Division of Administration Support to manually sort and send to agencies, the process is now less cumbersome, more user-friendly and, technically, is paperless.

"Each month, we'd receive a huge stack of invoices from COT that detailed each service that COT provided for an agency," said Bob Roder, director of the Div. of Administration Support.



Above: Typical monthly COT invoice stack for Justice Cabinet.

"My staff would then sort through all the invoices, send them to the respective agencies, and finally file them for recordkeeping."

To make the entire process less manual, staff from the Office of Administrative Services and Division of Administration Support sat down with COT application developers to discuss ways to make it more efficient.

"This was one of those instances that allowed COT to turn its focus to the Finance Cabinet's own internal processes, in addition to its work for external agencies," said Steve Rucker, then commissioner of COT and now Finance Cabinet deputy secretary. "The developers did a great job of taking suggestions from our administrative services staff and incorporating their needs and desires into a smoothly working program."

Now, instead of merging piles of invoices each month, Roder's staff reviews and sorts the data electronically and forwards on to agencies. Agencies benefit by being able to quickly sort by subcategory. The environment benefits because hundreds of copies are not being made each month. The Finance Cabinet benefits by having staff time freed up from sorting and filing to working on providing other value-added services. Libraries and Archives benefits by having 38 fewer boxes of files to archive.

This is a win-win-win situation that involved a lot of collaboration and planning. In the end, the Commonwealth benefits by more efficient use of staff time, reduced copying and mailing costs and trees are saved by at least 30 reams of paper a month!

Floral Clock Restoration Begins

A lot of water has gone under the bridge, so to speak, since 1995, which was the last time a significant amount of work was done on the floral clock. In fact, water is the culprit for some major cracks now being repaired on the clock bowl.



"Water has gotten into cracks and in the winter, we've seen icicles hanging down," said Sam Ruth, commissioner of the Dept. for Facilities and Support Services. "That most likely means some of these cracks go all the way through the concrete. We want to repair things now, before the cracks worsen."

"Lots of planning has gone into this project," said Garth Vinson, branch manager, Landscape Branch. "We've had staff from mechanical, construction, plumbing, electrical and others helping. It's certainly a team effort."

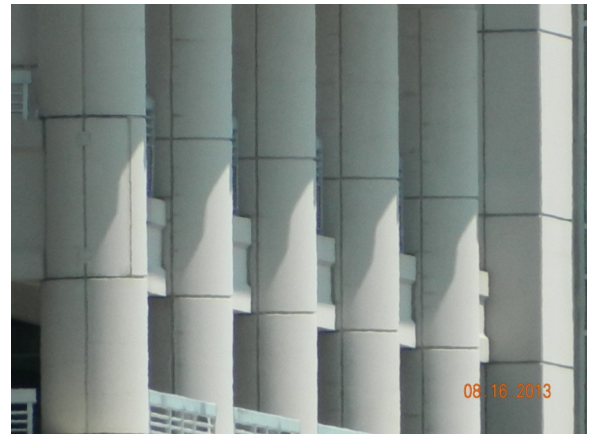
The physical removal of the dirt in the clock bowl began in earnest on Sept. 11. It's expected to take 3-5 days as the dirt is having to be removed one shovel load at a time.

"This is some very hard and physical work," said Sec. Lori Flanery. "But, it is important work as the clock truly is a unique tourist attraction on the capitol campus. Many thanks go to everyone involved. We can't wait to see the finished renovation."

KECC Photo Scavenger Hunt— Week 2 Challenge

Pictures from Frankfort area state-owned/leased properties

This is a photo of what in Frankfort?



Send your answer to Robin Morley at robin.morley@ky.gov

Week 2 winner announced Sept. 19 in Current FACts.

Photo by Tim Depenbrock, Landscape Branch

Timesheets Due Early!!!

***This is a shortened cycle for pay processing.
All timesheets must be submitted and approved
by noon, Monday, Sept. 16.***

***Contact Div. of Human Resources
if assistance is needed.***



The Week in Pictures — KECC Events

Department of Revenue kicked KECC off in a big way with tricycle races, a dunking booth and a food truck! Great day to be dunked!



Below: COT got things underway with music & cookout at Lakeview Park. Lots of good eats & goodies to try to win.

